

Gloucester Community Preservation Committee

Meeting Report for January 5, 2010

Members attending: Ian Lane, J.J. Bell, Sandy Dahl-Ronan, John Feener, Karen Gallagher, Bill Dugan, Dan Morris, Scott Smith
Members absent: Stacy Randell
Staff: Sarah Garcia, Community Development Director
Others attending: Linda Brayton

1. The meeting of the Community Preservation Committee (CPC) commenced at 7:00 p.m. in the 3rd floor meeting room in City Hall. A quorum was present.
2. Minutes from the meeting held on December 7, 2009, were accepted unanimously and without amendment. Moved, Mr. Feener; seconded, Mr. Dugan.
3. Ms. Dahl-Ronan reported that Kathy Roth of the Community Preservation Coalition had reviewed the Gloucester draft application package. Several small improvements were discussed and made to the document. The most significant were to change indications that preservation guarantees and site control must be in place before one could apply for CP funds. The adopted edit allows that the CP funds can be used to procure the preservation guarantee and to gain site control, and so does not preclude submission of an application if the guarantee and control are not yet in place. A similar edit was adopted to indicate the CP funds could be used to support of hazmat mitigation in an open space acquisition.
4. The CP Coalition would appreciate the CPC's (and anyone's) help with promoting support of Senate Bill 90 (SB-90). Ms. Dahl-Ronan distributed a flyer explaining the key provisions of the bill. Of particular interest to Gloucester would be the guarantee of a 75% funding match from the state and greater latitude in the use of CP funds for rehabilitation of recreational fields and facilities, *i.e.*, even those that were not procured through CP funding support.

The CPC discussed the possibility of writing letters as a committee or individually to legislators and the newspapers. Action was tabled pending further guidance from the CP Coalition regarding the best forums, timing, and key points. The bill is currently in the House Ways and Means Committee and is not likely to come up for a final vote in the full chambers until near the end of the legislative session (July). Ms. Dahl-Ronan and Mr. Bell offered to revisit the topic with Ms. Roth. Ms. Garcia noted that Mayor Kirk hopes to testify in support of the bill.

5. The need for improvements to Newell Stadium was a rallying cry for supporters of adopting the CPA in Gloucester. The stadium and the surrounding open space have a number of problems needing to be addressed. As the Act currently stands CP funds could be used only for work on the seawall and possibly to improve drainage. CP Coalition staff have advised that a Newell Stadium project would probably not be the best first

project for the City to support with CP funds. SB90, as currently drafted, would free the use of the funds to repair and improve the stadium and its grounds.

In the meantime, City project manager, Steve Winslow, has reviewed the stadium's condition with key advocates and has analyzed potential funding streams for many components of a stadium improvement project.

6. Mr. Bell shared photos of signs used in other towns to indicate that projects are funded through CP collections and matching funds. He offered to inquire at a local graphics company regarding a design and estimated cost for the signs.

7. Mr. Bell shared copies of financial reports from the Town of Weston. He, Ms. Garcia, and Ms. Gallagher, the CPC's treasurer, discussed the limitations of the City's accounting software and the possibility of developing simple, clear, financial reports in spreadsheet program, such as MSEXCEL. Ms. Gallagher offered to meet with City staff to discuss the best tools for tracking CP funds.

8. Ms. Garcia stated that the job opening for a project manager/junior planner has been advertised, but she had not yet received responses.

9. In fulfillment of her contract with the City, Ms. Brayton has delivered to the CPC a working draft of a CP Plan. She compiled the plan from existing City documents and did a fantastic job of making the inconsistent text read properly and fluidly. The CPC expressed its appreciation to Ms. Brayton for a job very well done.

Ms. Dahl-Ronan stated her finding that the CP Plan does not have to be approved by the state or the CP Coalition. The CPC then discussed next steps for refinement and roll-out of the plan. She noted that CP Coalition staff have suggested the CPC not rush to fund a project until the plan is complete and adopted by the City.

The following bullets summarize the CPC's vision of next steps for finalizing the plan:

1. Contractor delivers a working draft of the CP Plan. (Complete)
2. CPC members who are representatives of the CP emphasis areas review the working draft and submit comments to Ms. Garcia. (January 12, 2010)
3. Community Development Department (CDD) staff review and suggest edits to the working draft.
4. Ms. Garcia compiles edits from CDD staff and CPC members. (January 26, 2010)
5. All CPC members review and edit the improved draft. (February 12, 2010)
6. Distribute the document to all City departments, the Council, and all relevant committees. (February 26, 2010)
7. Receive (April 1, 2010) and incorporate suggested edits.
8. Distribute the document to the public for comment and improvement, conduct public hearings. (15 April)

In addition to these steps the CPC would initiate an outreach effort, including oral updates before the City Council, letters to the editor of the newspapers, briefing at select organizations (such as the Rotary Club), and a My View column. Ms. Garcia will attempt to get time on the agenda of the next Council meeting for a update briefing. Ms. Dahl-Ronan will contact the president of the Rotary Club to see whether/when CPC members could address the Club.

10. After reviewing members' personal schedules the CPC agreed to the following schedule for meetings:

- Monday, February 8, 2010, 7:00 p.m.
- Monday, March 8, 2010, 7:00 p.m.
- Monday, April 12, 2010, 7:00 p.m.

After that point, the most convenient night for all members seems to be the 4th Wednesday of each month. Scheduling will be discussed at March and April meetings.

7. The meeting adjourned around 8:30 p.m. Moved, Ms. Gallagher; seconded, Mr. Lane.